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Arizona Department of Education
System Training and Response (STaR) Team
<http://www.ade.az.gov/schoolfinance/star>

STaR Team Bulletin No. 8 – Program Participation Entry Dates
Wednesday, November 29, 2006

The primary purpose of this bulletin is to clarify for subscribers that there has been no change to the definition of the entry date for a student's participation in SPED, ELL or Support Programs.

Though the definition of a student's first day of membership (enrollment date) has been redefined for fiscal year 2007, there has been no change to requirements to report the entry date for a student's participation in Special Education, English Language Learner, Early Childhood and/or Support Programs as the first day a student actually participates in the program.

Under the new policy that defines the first day of student membership, students who are continuing or pre-enrolled may be enrolled for membership as of the first day that instruction is offered (first scheduled day of school) even though they might not participate in regular instruction during the first several days of the school year due to absence. However, a student cannot be counted as participating in a SPED, ELL or Support Program until he/she actually participates in such a program.

Example

- The first scheduled day of school is August 14.
- Johnny is a continuing student (continuing in the same school where he had membership on the last day of the preceding school year).

- Johnny is also a continuing ELL and due to previous assessment results is eligible to participate in an ELL Program from the beginning of the school year.
- Johnny is absent from school on August 14, 15 and 16. He actually attends school for the first time this school year on August 17.
- Due to new regulations defining the first day of membership, he is eligible to be enrolled for membership on August 14. However, his entry date for ELL participation cannot be prior to August 17 since he could not have participated in the ELL program prior to that date.
- Assuming Johnny's enrollment date is reported as August 14 and that absences are reported for August 14–16 (or zero minutes of attendance are reported if attendance is the means by which his participation in school is reported), if his ELL Program Entry Date is reported as August 14, his records will fail in SAIS Student Integrity Processing with the following message: *Integrity Check for Language Census, Error Code –44103, Error=Student may have only a partial absence on the first or last day of membership.* In other words, Johnny's ELL Program Entry Date cannot be submitted for a date prior to his actual start of participation in the program. We recognize that because the error message references membership rather than participation in an ELL program that it is slightly misleading; however, the integrity failure would be legitimate.

While the same rules apply to the entry date for participation in SPED, Early Childhood and Support Programs, there is no validation in SAIS Integrity processing that would cause a student who participates in one of those programs to fail because the program entry date occurs on a day when the student has records indicating that he/she did not participate in school.

If you need more information regarding the first day of school membership, please see "Defining the First Day of Membership" available for download at: <http://www.ade.az.gov/schoolfinance/star/SAISInfoSeries/9DefFirstDayOfMem.pdf>

Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at <http://www.ade.az.gov/schoolfinance/star/> and click on "Request for SAIS Training and Assistance."